

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1736

**TITLE:** BUYER I

**GRADE:** S-19

**DEFINITION:**

Under general supervision, purchases a variety of goods and services; administers contracts; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Positions allocated to this class differ from those allocated to the Buyer II class in that Buyer II positions are assigned more complex procurement actions and may act as lead workers over Buyer I positions.

**ILLUSTRATIVE DUTIES:**

Receives and reviews requests from agencies served for purchases of goods and services;  
Determines and develops appropriate competitive solicitations for one-time purchases and small purchases;  
Researches the availability of state or County contracts that can satisfy an agency's requirement;  
Conducts pre-bid conferences to clarify the terms, conditions and specifications of the contract;  
Conducts opening of bids and determines responsiveness of replies;  
Coordinates evaluation of bids with agencies;  
Recommends contract award to the team leader and prepares award documents;  
Monitors contractor performance and recommends corrective action if required;  
Maintains complete documentation of all actions taken; and  
Enters and maintains contract information into the automated purchasing system.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the fundamentals of purchasing;  
Ability to use sound judgment in decision-making;  
Ability to establish and maintain effective working relationships with County technical representatives and vendors;  
Ability to utilize an automated procurement processing system;  
Ability to collect and analyze data; and  
Ability to prepare clear and concise reports.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:  
Graduation from an accredited four-year college or university with major course work in business administration, public administration or a related field; PLUS  
Two years of experience in procurement work.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

**Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002

REVISED: May 8, 1996

ESTABLISHED: October 31, 1988